



K A N S A S

JACK ALEXANDER
FIRE MARSHAL

OFFICE OF THE KANSAS STATE FIRE MARSHAL

KATHLEEN SEBELIUS
GOVERNOR

NOTICE OF JOB OPENING

Kansas State Fire Marshal's Office Administrative Specialist – Investigation Division Special Project - Unclassified

The Kansas State Fire Marshal's Office has a professional full-time, temporary, unclassified special project position with benefits in the Investigation Division.

DUTIES: The information and records processed in this position are confidential. Composes correspondence, memorandums, and reports, handles calls regarding the storage, use and blasting permits issued for high explosives, verifies reports submitted by field investigator, maintains confidential criminal files. Maintains accurate records on permits issued by the KSFMO for those who apply for User, Blaster and/or Storage Site permits for Explosives. Work requires an understanding of applicable statutes, rules and regulations regarding explosives in Kansas. Handles calls, answers questions, mails application forms, processes completed application forms, requests background checks and provides reports upon request. Access, enter, update agency's information through the datamaxx software system. Complete record checks requested by investigators; maintain destination log; comply with state NCIC regulations.

EXPERIENCE: Independent work experience in office support/clerical work.

SPECIAL KNOWLEDGE, SKILLS & ABILITIES: Must be proficient with the office equipment used in this position, word processing, desk top publishing, spreadsheets and must have effective interpersonal communication skills. Knowledge and experience with the National Crime Information Center computer system.

SPECIAL QUALIFICATIONS: Prefer someone with NCIC certification. Must be willing to have a background investigation conducted.

PAY GRADE: 18 STEP: 4 \$12.41 Hourly BENEFITS: State of Kansas Plan

Interested applicants MUST submit a Cover Letter, State of Kansas Employment Summary and Resume to Beth Fenske at 700 SW Jackson, Suite 600, Topeka, Kansas 66603-3714.

Only complete application submissions will be considered.

Deadline: August 25, 2006 at 5:00 p.m.

700 SW JACKSON STREET, SUITE 600, TOPEKA, KS 66603-3714

Voice 785-296-3401 Fax 785-296-0151 www.accesskansas.org/firemarshal